

Notability Tutorial



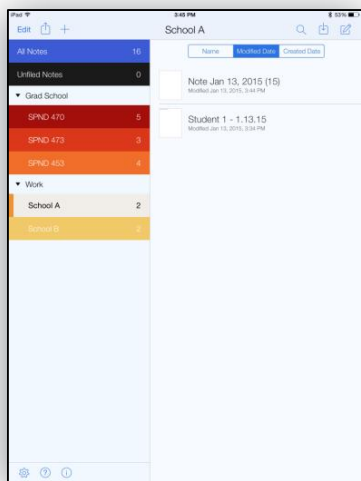
Notability
Version 5.33
(as seen on iPad Air, running iOS 8)
\$2.99



* images from Apple's App Store

Notability is a comprehensive note taking app created by Ginger Labs for any iPad or iPhone running iOS 4.0 or later. It is now also available from the Mac App Store for Mac desktops and laptops. Notability allows users to create notes from scratch, import and mark-up PDFs, share and export notes, as well as organize notes. Notes can be typed, drawn, handwritten, photographed, rearranged, recorded as audio, or copied from a web page, giving users a wide array of options and the flexibility to tailor *their* notes to *their* needs. In addition, Notability can automatically sync and back-up your notes to a variety of cloud based storage sites.

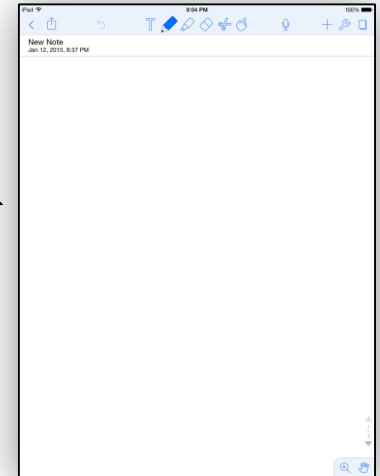
Within the Notability app there are two main screens:



the library screen

and

the note taking screen



This tutorial breaks Notability down first within the library screen, and then within the note taking screen. The note taking screen changes slightly when typing versus when using any of the other tools. Thus it is broken down both ways – once as “typing” and once as “other”.

Library Screen

Export

Notes can be shared via email, Dropbox, Google Drive, Box, and an assortment of other means as a PDF, RTF, or Notability Note file.

Organize

Create new subjects or dividers.

Import

Notability can import PDF, RTF, DOC, PPT, Notability Note format files, and more. They can be imported via Dropbox, Box, iDisk, or WebDAV. Within web browsers and email, files can be opened in Notability by tapping on the open file and selecting "Open in..." from the upper right corner of the screen, then selecting "Open in Notability" from the pop-up menu.

Edit

Allows you to rename, delete, or duplicate notes, subjects, and dividers.

All/Unfiled

Toggle between showing all notes or just unfiled notes.

Divider

Contains subjects and notes

Subject

Contains notes

Settings

A variety of options can be changed here, from toggling auto-sync on/off, to choosing a theme, to turning on spell check, and more.

User Guide

Opens Ginger Labs' "Notability User Guide" for step-by-step instructions and solutions to a variety of tasks.

Information

Tells you what version of Notability you are running and provides links for support and feedback.

New Note

In order to get started with a new note, simply select the box in the upper right hand corner or "Create New Note".

Search

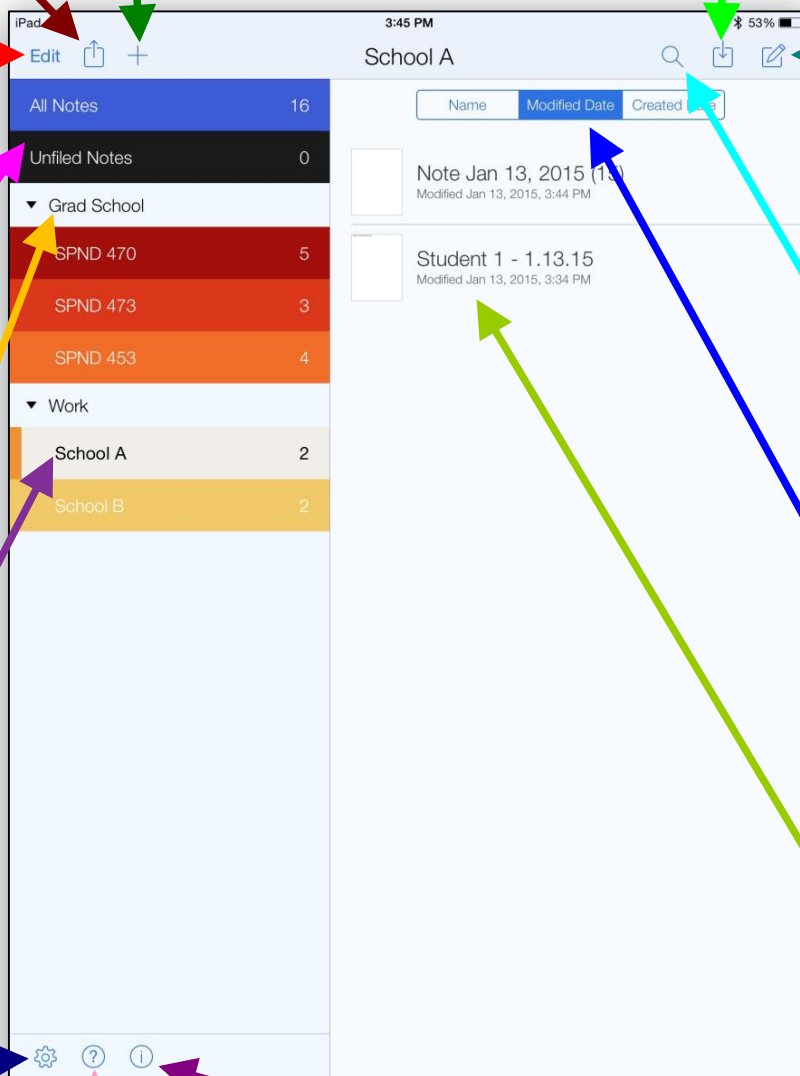
Allows you to search for existing note titles or typed content within Notability.

Sort

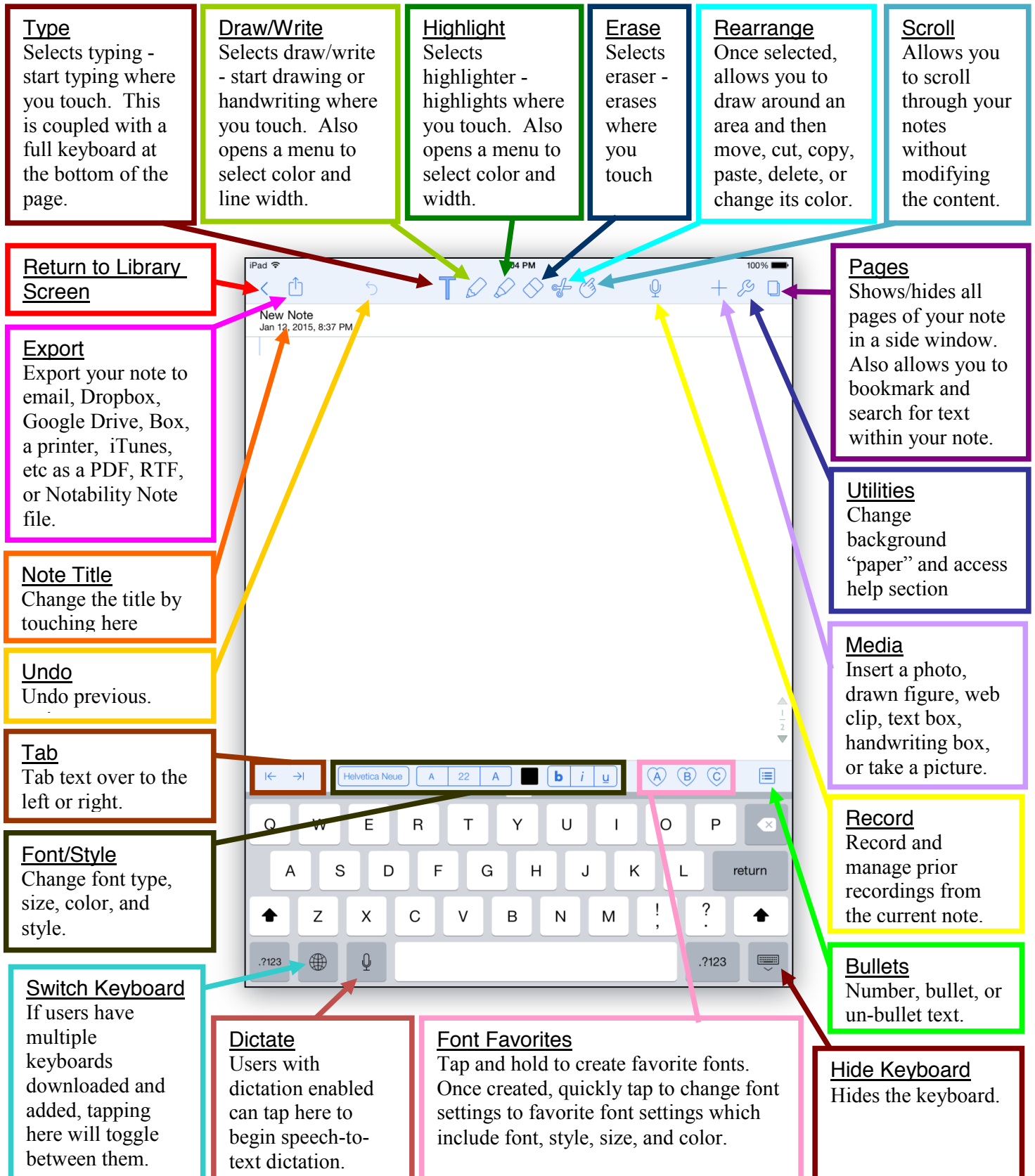
Sort notes by name, the last time they were modified, or the date they were created.

Preexisting Notes

Once notes have been created or imported, they can be selected here. Slide over the notes to the left to delete them.



Note Taking Screen (typing)



Note Taking Screen (other)

Type

Selects typing - start typing where you touch. This is coupled with a full keyboard at the bottom of the page.

Draw/Write

Selects draw/write - start drawing or handwriting where you touch. Also opens a menu to select color and line width.

Highlight

Selects highlighter - highlights where you touch. Also opens a menu to select color and width.

Erase

Selects eraser - erases where you touch

Rearrange

Once selected, allows you to draw around an area and then move, cut, copy, paste, delete, or change its color.

Scroll

Allows you to scroll through your notes without modifying the content.

Return to Library Screen

Export

Export your note to email, Dropbox, Google Drive, Box, a printer, iTunes, etc as a PDF, RTF, or Notability Note file.

Note Title

Change the title by touching here

Undo

Undo previous.

Magnify

Creates a movable magnified rectangular area and projects it at the bottom of the screen. This feature allows for far neater handwriting and greater detail.

Pages

Shows/hides all pages of your note in a side window. Also allows you to bookmark and search for text within your note.

Utilities

Change background "paper" and access help section

Media

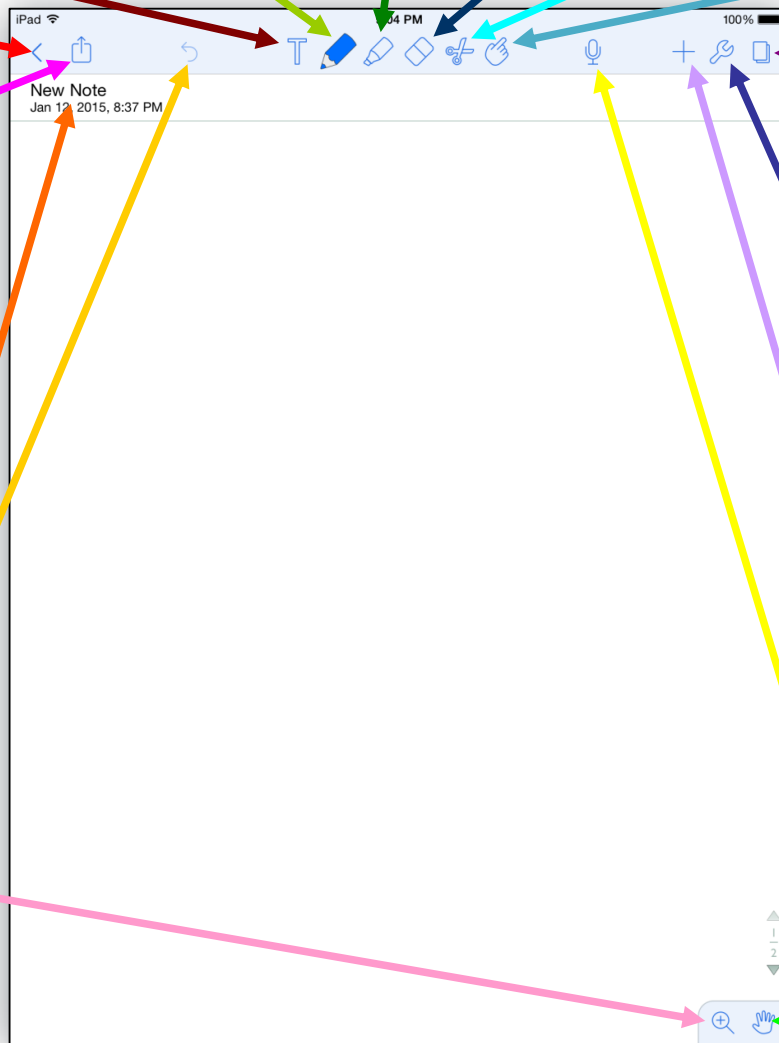
Insert a photo, drawn figure, web clip, text box, handwriting box, or take a picture.

Record

Record and manage prior recordings from the current note.

Palm Rest

Creates a buffer at the bottom of the screen on which to rest your hand when handwriting.



For further information visit Ginger Labs' thorough support page @ <http://support.gingerlabs.com/>

OR

Tap the  icon in the lower left corner of the Library Screen